

**DEPARTMENT OF CHILDREN AND FAMILY SERVICES
(DCFS)
SAFETY RULES**

All DCFS employees are required to abide by the following Safety Rules:

1. Smoke only in approved areas.
2. Horseplay and fighting are prohibited.
3. Possession of firearms, illegal drugs, and/or alcohol are prohibited.
4. Operate equipment only if you are trained and authorized to do so.
5. Maintain a safe and orderly work area by storing and returning tools, equipment, and materials in a proper place.
6. Inform Supervisor before work begins if you have an impairment that may reduce your ability to perform your job in a safe manner.
7. Inspect work area for hazards. Advise Supervisor of any unsafe conditions.
8. If there is doubt of the safe work method to use, consult your Supervisor before beginning the work.
9. Follow recommended work procedures in the *Job Safety Analysis* (DCFS Policy 3-2) and/or manufacturer's operations instructions, if available.
10. Inspect vehicle before operating. At a minimum, check tires, brakes, fuel gauge, lights, spare tire, and jack. Advise persons responsible for vehicle of any problem(s) detected.
11. Wear seat belts when operating a vehicle.
12. Report any smoke, fire, unusual odors, bomb threats, and suspicious persons to your Supervisor.
13. Using your own judgment, call 911, in case of an emergency.

Hospitals (*List for your area*)

Ambulance Services (*List for your area*)

If emergency, call 911 to send an ambulance